

# Time, Leave and Attendance Project Introduction



# Agenda

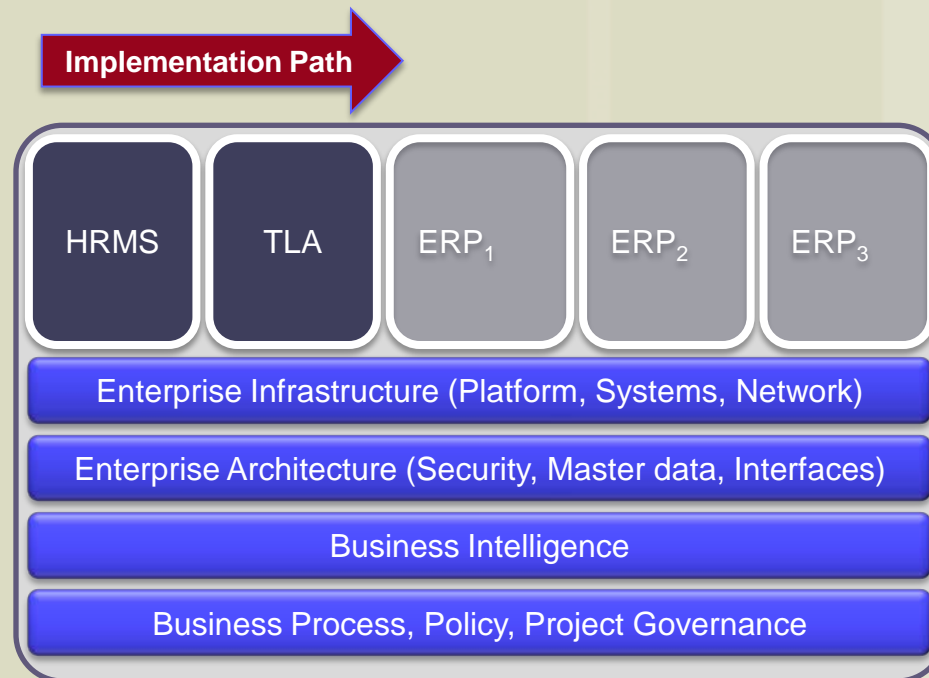
- Introductions
- Project overview
- Project status
- Project team/governance
- Technology
- Keys to success
- Wrap up



# Project Overview

- Purpose

- Take the next step modernizing the State's financial systems
- Implement an enterprise-wide time, leave and attendance solution





# Project Background

- **Feasibility Study (08-09)**

- DNR/DOT/OFM/DOP Collaboration
- Evaluated alternative solutions
- Developed baseline requirements
- Provided a recommendation

- **Funding Approval**

- Pilot implementation
- DOT budget

- **Project Kickoff**

- Project manager selected
- Project governance structure outlined





# Project Drivers

- Drivers

- Current data is not timely or accurate
- Difficult to comply with Federal, State and bargaining unit laws, policies and rules
- Existing processes are inefficient, error prone and lack internal controls
- Lack of consistency in timekeeping processes
- Significant duplication of effort across agencies





# Project Scope

- Organizational

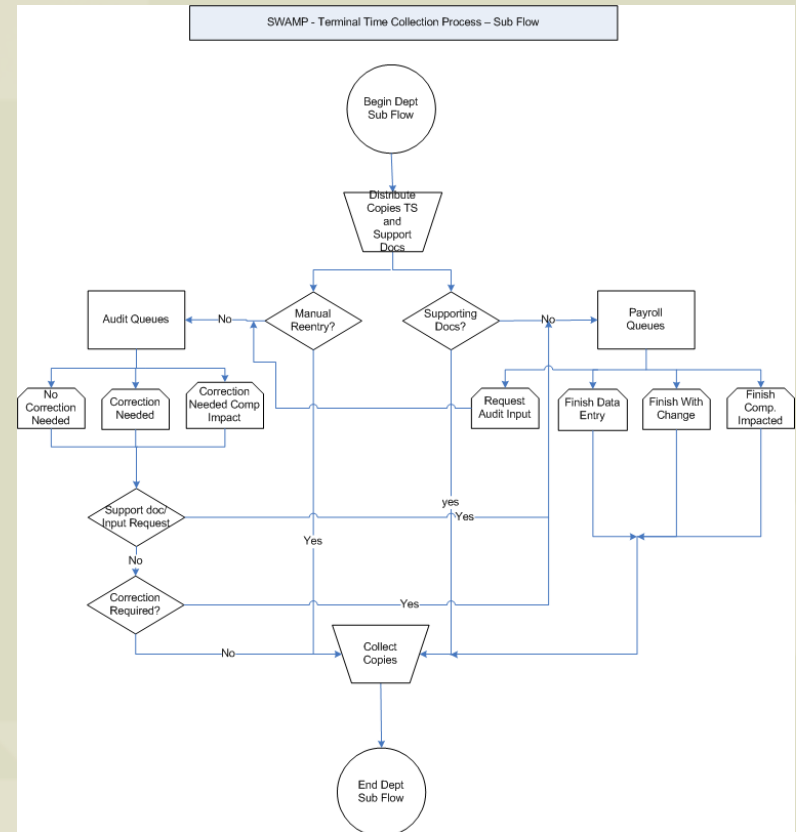
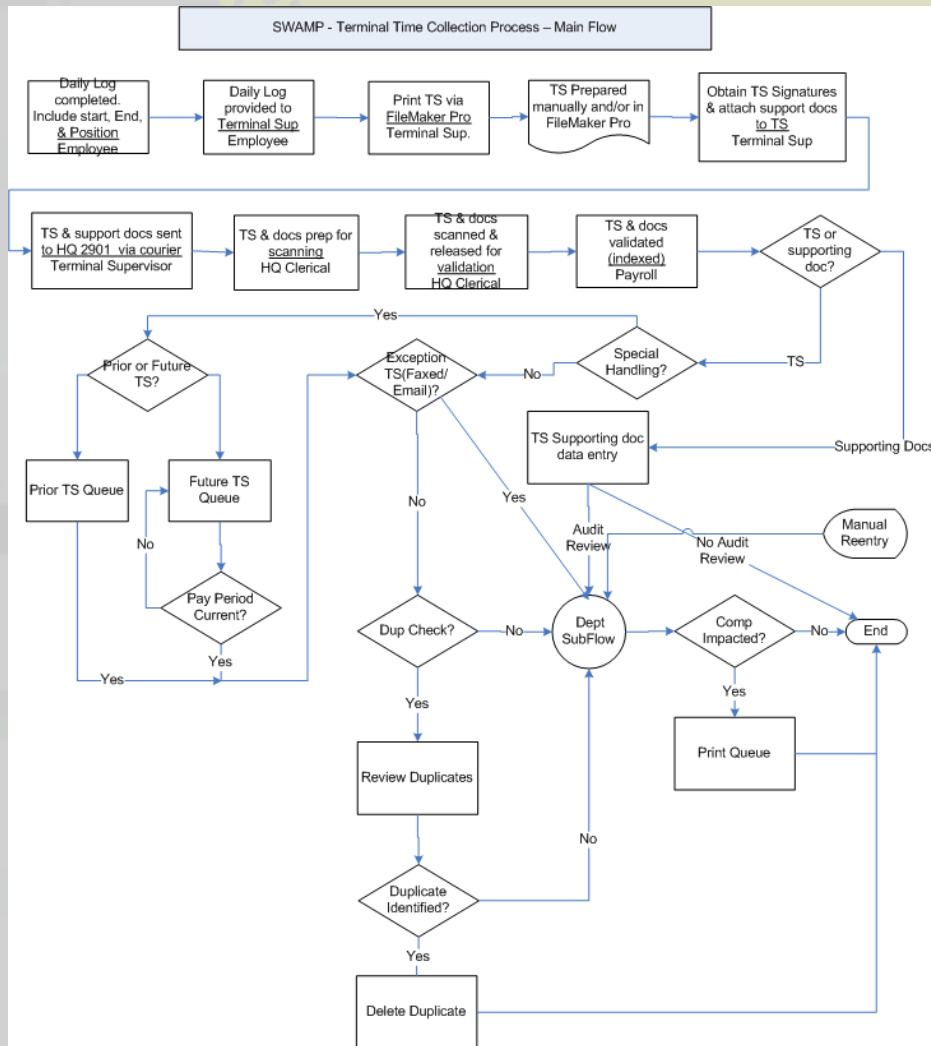
- Pilot agencies: Department of Transportation and Ecology
- Full Implementation: Available to all state agencies

- Functional

- Time and leave capture, approval and reporting
- Employee self service
- Management exception and performance reporting
- Integration with core systems & agency line of business applications
- Implemented on the ERP enterprise infrastructure platform

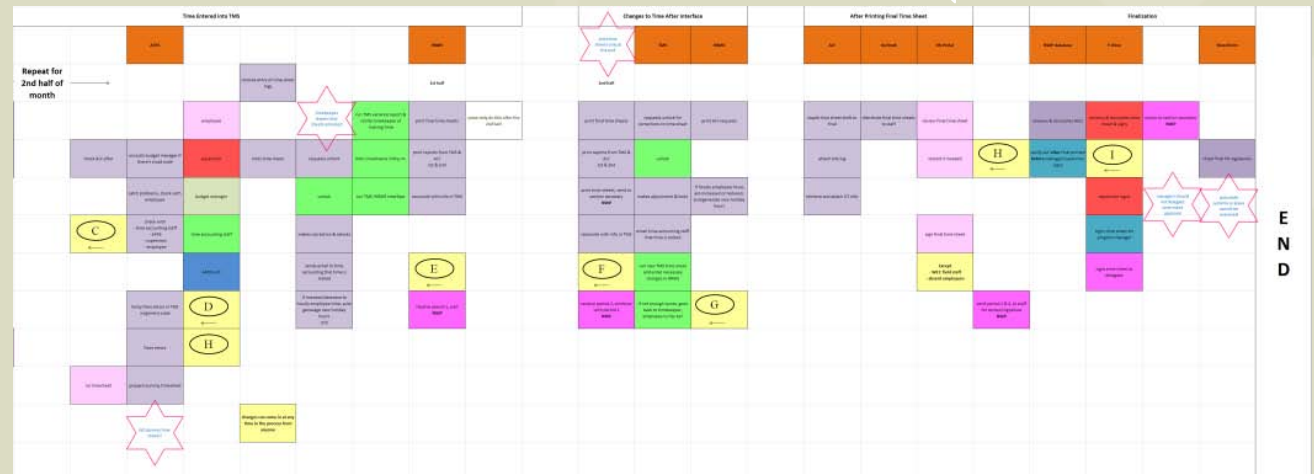
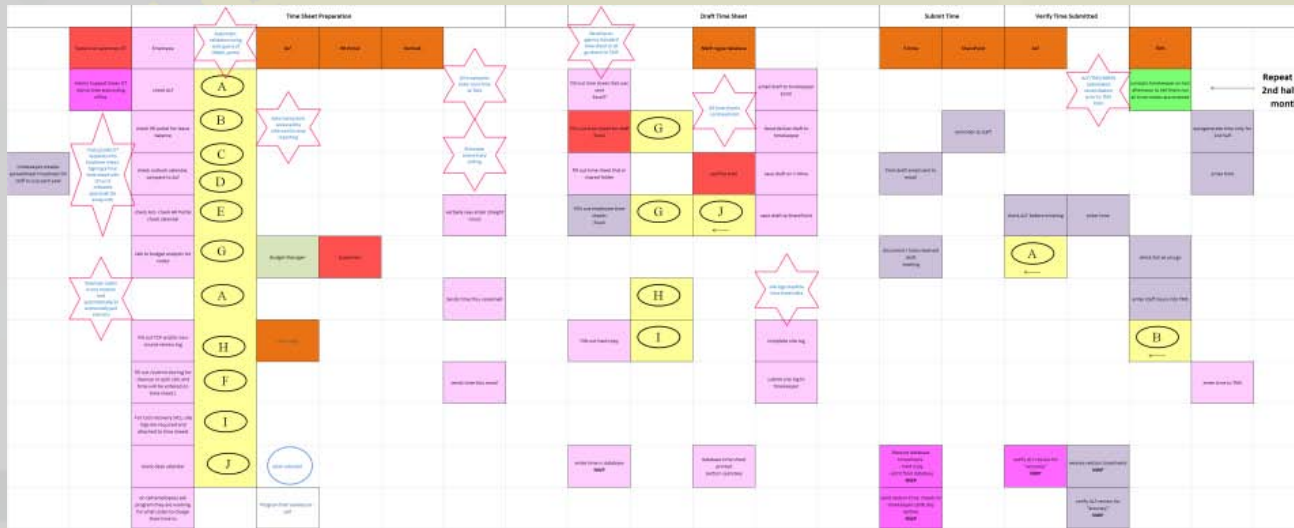


# Transformation – Time (Current)





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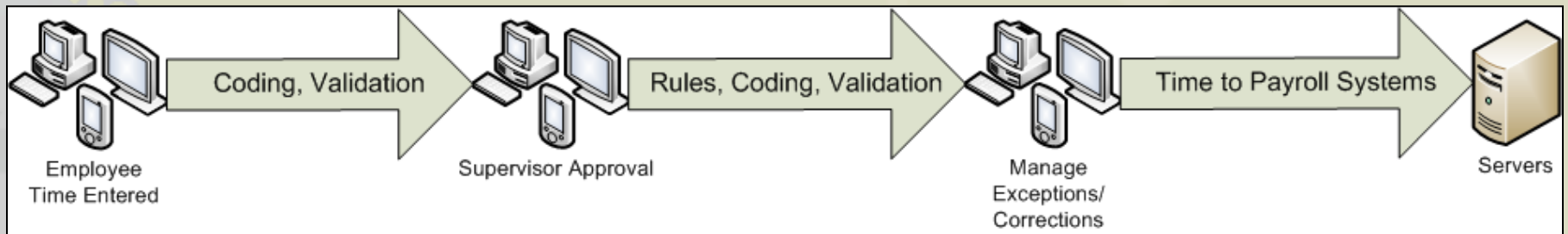
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Time, Leave and Attendance

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# Transformation – Time (Future)







# Project Planning Approach

- **Phase 1 – Planning/Analysis**
  - Requirements development
  - Conduct vendor demonstrations
  - Finalize requirements
  - Conduct RFP/Finalize contract
  - Phase 2 planning
- **Phase 2 – Pilot Implementation**
  - Vendor integration, Design, Build, Test, Deploy, Support
- **Phase 3 – Full Implementation**
  - Lessons learned, Design, Build, Test, Deploy, Support

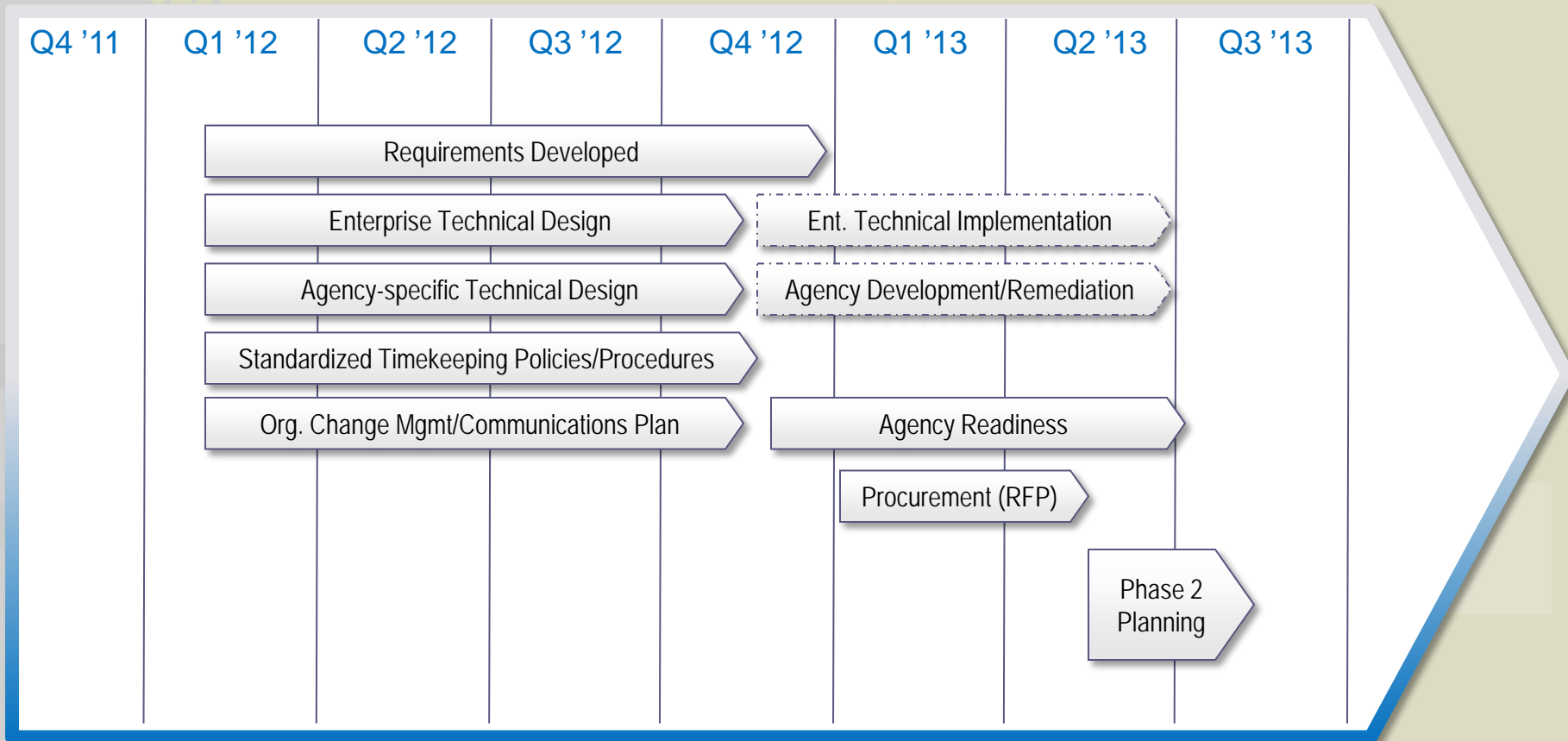


# Current Project Status

- ✓ Project kickoff complete
- ✓ Project charter approved
- ✓ Preliminary scope statement approved
- Identifying/developing the project team/roles
- Developing the project plan and schedule
- Defining scope of standardization
  - Aligning policy ownership/decision making
- Conducting a requirements assessment



# Phase 1 Project Milestones

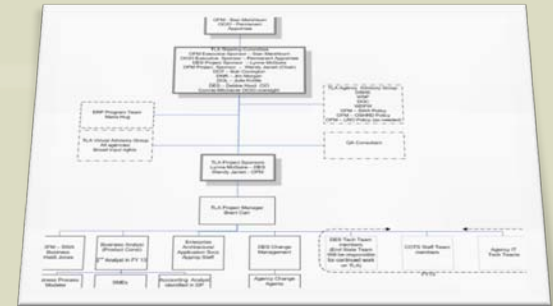


\* All dates are preliminary



# Project Team and Governance

- **Steering Committee**
  - Represent ERP, agency and policy
- **Agency/Policy Group**
  - Essential for a project with this broad scope
- **Virtual Advisory Group**
  - Provide broad input in key project decisions and deliverables
- **Team Structure**
  - Integrated with the enterprise; policy and customer agencies







# Keys to Success

- Strong organizational change management
- Enterprise wide – with agency “ownership”
- Standardization with agency agility
- Realistic planning approach
- Efficient decision making
- Executive leadership sponsorship/support
- Demonstrate value for the agency





# Technology

- Industry COTS solutions are mature
- Built on Enterprise architecture
- Core financial system integration
- Integration with agency systems where necessary





# Wrap Up

- Questions???